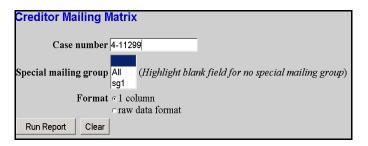
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Below are the steps to access the Miscellaneous options of **Mailings** and **Verify a Document**.

MAILINGS

- I. Accessing a Creditor Mailing Matrix
- STEP 1 Select **Utilities** from the main menu (a creditor mailing matrix can also be accessed by clicking on **Reports** from the main menu then selecting **Creditor Mailing Matrix**.)
- STEP 2 Click Mailings.
- STEP 3 The Creditor Mailing Matrix.
- STEP 4 The **PACER Login** screen will display. Enter a PACER login and password. Click **Login**.
- STEP 5 The Creditor Mailing Matrix screen will display.
 - Enter the appropriate information. Choose a Format. Click Run Report.



STEP 6 The **Search Results** screen will display case creditor information and indicate the number of creditors. To print the report, click on the browser's **Print** icon.



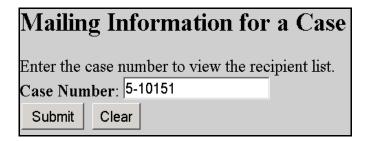
Total Labels 10

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II. Accessing the Mailing Information for a Case

This option displays (for a single case), a list of those who receive e-mail notices, and those who require manual noticing.

- STEP 1 Select **Utilities** from the main menu.
- STEP 2 Click Mailings.
- STEP 3 Click Mailing Info for a Case.
- STEP 4 Enter a Case Number. Click Submit.



STEP 5 The Mailing Information for a Case screen will display.

Mailing Information for Case 05-10151-RAM Electronic Mail Notice List The following is the list of attorneys who are currently on the list to receive e-mail notices for this case. • Cam Cradic cameron_cradic@flsb.uscourts.gov • Joe Falzone Joe_Falzone@flsb.uscourts.gov Manual Notice List The following is the list of attorneys who are not on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients. • (No manual recipients)

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VERIFY A DOCUMENT

This option compares the filed document, known as the Original Signature, with the image displayed by the system, known as the Verified Signature. The following message will display if they match: **The documents signatures are the same**. If they are not the same, the document has been altered.

- STEP 1 Select **Utilities** from the main menu.
- STEP 2 Click Verify a document.
- STEP 3 Enter the Case Number and the Document Number to be verified. Click Next.
- STEP 4 The **Verify Document** screen will display the following message at the bottom of the screen: **The documents signatures are the same**



Verified Signature(s)

Document No: 29685

Document description: Main Document

Original filename: C:\!TEMP\!CM-ECF Test Docs\Answer.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=1068065210 [Date=2/16/2005] [FileNumber=29685-0] [20bf767b7cd907c981910db4dbf7f9bc81ca96d2767f9043a392ad97baeb33770bb3c 6b70217a3e5b5c2bea99b6e3339fded6f2f8b9d09734b07d58a1ea00f5a]]

The documents signatures are the same